

### Special Claims Documentation Checklist

*Completed checklist must be attached. Submissions without a checklist will be returned unprocessed. Please provide accurate and complete information. Documents must be signed and dated as required. Upon completion claims will be returned to the address provided below...*

**Claims must be submitted within 180 days from the date the vacated unit is available for occupancy. If HUD is not paying assistance for a household, the owner is not eligible for Special Claims.**

Contact Person

Phone:

Property

Return Address

#### Vacancy Loss Claim

- ☐ 52670-A, Part 2. (Use one for each submission) List all tenants' names, unit numbers, amounts, and types of Special Claims.
- ☐ HUD 52671-C, showing calculation of claim amount.
- ☐ TRACS Window printout showing move-in/move-out dates.
- ☐ Security Deposit Transaction Statement - This statement must show  
☐ amount of deposit collected      ☐ interest earned      ☐ disposition of deposit  
This statement is used to verify the amount listed on line 10 of the claim.
- ☐ Copy of the page of the Voucher(52670-A, P-1) documenting the move-out date for the tenant vacating the unit and a copy of the page of the Voucher documenting the move-in date for the new tenant. This information is used for verifying the move-out and move-in dates. In addition, this information is used to determine if the vacancy was caused by a unit transfer. Vacancy claims will only be paid on unit transfers if the transfer occurred for a medical reason or over/under utilization.
- ☐ A copy of tenant's last effective certification, documenting the contract rent at the time of move out.
- ☐ Copy of Maintenance report. This information is used to calculate the claim period. This report must show the date work was started, the date work was completed, and the work that was done. (Claim period begins the day the unit is available for occupancy by another tenant.) (4350.3 Rev.1, Para.9-14 D (3), Page 9-33.)
- ☐ Copy of last advertisement or invoice verifying advertisement. This information verifies the marketing efforts for the property.

#### Unpaid Rent Claims

- ☐ 52670-A, Part 2. (Use one for each submission). List all tenants' names, unit numbers, amounts, and types of Special Claims.
- ☐ HUD 52671-A, showing calculation of claim amount.
- ☐ TRACS Window printout showing move-in/move-out dates
- ☐ Security Deposit Transaction Statement - This statement must show:  
☐ amount of deposit collected      ☐ interest earned      ☐ disposition of deposit  
this statement is used to verify that the full amount of the security deposit was collected, and to verify the amount listed on line 1 of the claim.  
**If the full amount of the security deposit was not collected the claim will not be eligible.**
- ☐ A copy of tenant's last effective certification, documenting the contract rent at the time of move out.
- ☐ Copy of the page of the Voucher documenting the move-out date for the tenant vacating the unit. This information is used for verifying the move-out date. (52670-A)
- ☐ Documentation that every effort has been made to collect on all unpaid rent before filing claims, including:
  - ☐ a copy of the letter sent to the tenant
  - ☐ a signed receipt from a collection agency stating the amount that has been turned over for collection.

### Damage Claims

- ☐ 52670-A, Part 2. (Use one for each submission). List all tenants' names, unit numbers, amounts, and types of Special Claims.
- ☐ HUD 52671-A, showing calculation of claim amount
- ☐ TRACS Window printout showing move-in/move-out dates
- ☐ Security Deposit Transaction Statement - This statement must show:
  - ☐ amount of deposit collected, ☐ interest earned, and ☐ disposition of deposit.This statement is used to verify that the full amount of the security deposit was collected, and to verify the amount listed on line 1 of the claim.
- ☐ Copy of the page of the Voucher (52670-A) documenting the move-out date for the tenant vacating the unit. This information is used for verifying the move-out date.
- ☐ The move-in inspection report for the tenant which caused the damages and the move-out inspection report. This information is used to verify damages to the unit.
- ☐ A breakdown of costs to repair the damages, i.e., invoices, receipts, copies of work orders, company price list, and maintenance records indicating the unit number and date work was started, date work was completed, and work that was done.
- ☐ HUD 50059 Copy of tenant's last effective certification. This document is used to verify the contract rent at the time of move out.
- ☐ Furnish proof that every effort has been made to collect on all damages before filing claims. This includes:
  - ☐ copy of the letter sent to the tenant
  - ☐ signed receipt from a collection agency stating the amount that has been turned over for collection.

### Damage cannot include the following:

(But are not limited to)

Normal wear and tear  
Regular cleaning  
Re-keying locks  
Replacing light bulbs  
Attorney fees

### FOR THDA USE ONLY

Reviewed by:	Date Received:	Date Completed:
Amount Requested: \$	Amount Approved: \$	Claim Number:
Comments:		